

# Vacancy Announcement

## for

### U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN 11-09**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Medical Admin Assistant; FSN-5

**OPENING DATE:** January 9<sup>th</sup>, 2011

**CLOSING DATE:** January 22<sup>nd</sup>, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \$16,904 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

**LENGTH OF HIRE:** 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Medical Admin Assistant in the Regional Medical Office of U.S. Embassy Baghdad.

#### **BASIC FUNCTION OF POSITION**

The Health Unit Admin Assistant is a full-time position. The incumbent of this position provides support to the Health Unit by performing a variety of duties necessary to provide continuing and optimum health care to the Embassy community. The main responsibility is to ensure quality day-to-day service and administration of the Health Care unit. The incumbent works under the supervision and direction of the Embassy Foreign Service Health Practitioner (FSHP).

**The Universal Application Form, TCN program benefits and FAQs can be found at:**

[http://iraq.usembassy.gov/hr\\_tcns.html](http://iraq.usembassy.gov/hr_tcns.html)

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary (high) School is required.
2. Two Years experience as administrative assistant is required.
3. Level 4 (fluent) in written and spoken English is required.
4. A good working knowledge of office management and medical terminology is necessary.
5. Good communication and service-oriented interpersonal skills are required. Must have good working knowledge of personal computers, Word for Windows, Excel and outlook. Should possess the ability to deal tactfully and politely with patients; to identify and adapt to shifting priorities on a daily basis. Ability to draft correspondence, ability to type, to collect and organize records also is required. Must be discreet and respond appropriately in a medical emergency situation.

## **SELECTION PROCESS**

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

## **TO APPLY**

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:**

[TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**FOR INQUIRIES PLEASE EMAIL:** [TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

**CLOSING DATE FOR THIS Vacancy Announcement: January 22<sup>nd</sup>, 2011**

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: AMEveritt, ISU/HRO  
Cleared: MCohen, Baghdad/RMO  
Drafted: WIFallas ISU/HR

**Appendix A**

**DEFINITION**

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.

- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)

- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

### **Health Unit Medical Admin Assistant Capsule Position Description FSN - 5**

The Health Unit Admin Assistant is a full-time position. The incumbent of this position provides support to the Health Unit by performing a variety of duties necessary to provide continuing and optimum health care to the Embassy community. The main responsibility is to ensure quality day-to-day service and administration of the Health Care unit. The incumbent works under the supervision and direction of the Embassy FSHP. Organizes the Health Care office by maintaining a schedule for patients using Microsoft Outlook, and answers the phone and takes messages for the Providers. Prepares communication on the personal computer, and drafts memoranda as directed. Performs correspondence with M/MED and is the first contact point for administrative interactions with M/MED. Organizes and maintains patient records. Arranges appointments with local medical consultants or other medical facilities as appropriate. Drafts all cables. Assists with specimen deliveries to laboratories. Assists with local pharmacy procurements and other duties as determined by the Foreign Service Medical Providers.